OPTIONAL FORM NO. 10
5010-101

UNITED STATES GOVERNMENT

Memorandum

TO : Staff, Presidential Commission
to Investigate the Assassination of
President Kennedy

DATE: December 20, 1963

FROM : J. Lee Rankin

J.L.R.

SUBJECT: Emergency Elevator Procedure

The General Services Administration has requested this office to acquaint all employees with emergency elevator procedures.

The elevators in this building are not equipped with telephones. In the event of any emergency, there is an alarm button on the operating panel, and a repair man on duty at all times to answer any calls. If you are trapped on the elevator, you will be released within ten to fifteen minutes.